

Local Union #347, I.B.E.W
REFERRAL PROCEDURE RULES
(For Registering or Re-Registering)

1.
 - (a) Initial applicant registration may be made Monday through Friday during normal business hours of the Local Union Referral Hall – 8:00 AM to 4:30 PM. An applicant first signing in one month shall be good for the remainder of that month and have a resign by person, fax, mail or email by the end of the following month to remain on the book.
 - (b) All applicants registering for the first time will complete and sign an application form before being allowed to sign the appropriate book (Out of Work List).
 - (c) The registration of all applicants shall be completed under the supervision of the Local Union Business Manager of his designee.
 - (d) All applicants whether registering or re-registering shall provide the Business Manager will all information as may be requested on the applicants appropriate group sign-in sheet.
2. All Applicants will re-register each time the applicant becomes available for employment.
3. No one shall be allowed to sign their proper book without confirmation of termination from their last employer in this jurisdiction. Any member who accepts employment outside this jurisdiction, upon returning must register, unless previously registered, on their appropriate book before becoming eligible for employment in this jurisdiction.
4. In the event an employee is terminated because of reduction of work, force, having worked less than fourteen (14) calendar days an applicant shall retain his/her appropriate place in the Registration Book. However, if a workman quits or is fired for just cause, he/she shall lose his/her position on the book and shall re-register.
5. A night recorder will be used from 4:30 PM to 7:30 AM the following business day, to list any and all jobs to be referred the following business day.
6. Referrals will be given to the applicants according to their rank on the referral book who are in the Union Hall, by or before 7:30 AM or who placed their name and phone number where they, or their representative can be reached after 7:30 AM on the following business day the request for electricians was placed on the night recorder.
7. Applicants wishing to be considered for job listed on the night recorder will place information called for in #6 on the night recorder. The applicant or applicants on the “List” who have indicated acceptance will be contacted at the phone number given on the recorder, anytime between the hours of 7:30 AM and 10:30 AM.
8. Short calls for the same contractor will be two weeks plus one rollover for a maximum of four weeks.

IBEW Local 347

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